

MODEL FORMAT

**1. STATEMENT OF PRINCIPAL ABOUT PCP CLASSES INFORMATION – SEMESTER MODE
ACADEMIC / CALENDAR - 20**

Name of the Learner Support Centre (LSC) :

Code of the Learner Support Centre (LSC) :

List of the Programmes allotted to your LSC:

| Sl.No. | U.G. | P.G. | DIPLOMA |
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Signature of the Coordinator

Signature of the Principal with Stamp

2 PROGRAMME PLAN – SEMESTER MODE
(Use separate sheet for each programme)

Name of the Learner Support Centre (LSC) :

Code of the Learner Support Centre (LSC) :

Name of the Programme with Code No. :

A) No. of Theory Classes Planned :

Paper – I : Paper – II : Paper – III : Paper – IV : Paper – V:

Paper – VI : Paper – VII : Paper – VIII :

No. of Theory Classes Completed :

Paper – I : Paper – II : Paper – III : Paper – IV : Paper – V:

Paper – VI : Paper – VII : Paper – VIII :

Measures taken to cover the incomplete classes :

B) No. of Practical Classes Planned :

Paper – I : Paper – II : Paper – III : Paper – IV : Paper – V:

No. of Practical Classes Completed:

Paper – I : Paper – II : Paper – III : Paper – IV : Paper – V:

Measures taken to cover the incomplete classes :

Paper – I : Paper – II : Paper – III : Paper – IV : Paper – V:

C) Date of Commencement of PCP Classes :

First Sem : CY____/AY____ Date: Second Sem : CY____/AY ____ Date:

Third Sem : CY____/AY____ Date: Fourth Sem : CY____/AY ____ Date:

Fifth Sem : CY____/AY____ Date: Sixth Sem : CY____/AY ____ Date:

D) Date of Completion of PCP Classes :

First Sem : CY____/AY____ Date: Second Sem : CY____/AY ____ Date:

Third Sem : CY____/AY____ Date: Fourth Sem : CY____/AY ____ Date:

Fifth Sem : CY____/AY____ Date: Sixth Sem : CY____/AY ____ Date:

Signature of the Coordinator

Signature of the Principal with Stamp

3. TIME TABLE PARTICULARS – SEMESTER MODE

Programme wise: SEM – I, II, III, IV, V, VI
(Use separate sheet for each programme for each semester)

ACADEMIC / CALENDAR - 20

Name of the Learner Support Centre (LSC):

Code of the Learner Support Centre (LSC):

Name of the Programme with Code No. : **(This is model format for Calendar year 2021 batch BA all courses. You can change as per time table given in the website)**

| PERIODS TIMINGS Dates | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|-----------------------------|--------------------|----------------------------------|---------------------|-----------------------|----------------------|----------------------|----------------------------------|----------|----------|
| | 9.00AM- 10.00AM | 10.00AM- 11.00AM | 11.00AM- 11.30AM | 11.30AM- 12.00NOON | 12.00NOON- 1.00PM | | | | |
| 23.05.2021 | 101ENG 21 | 102TEL21 102HIN21 102SAN21 | 103LSA21 | 104SDE21 | 105ECO21 110SEG21 | 106HIS21 112BAN21 | 107POL21 111STL21 108BCO21 | 108SOC21 | 109PAD21 |
| 30.05.2021 | ” | ” | ” | ” | ” | ” | ” | ” | ” |
| 06.06.2021 | ” | ” | ” | ” | ” | ” | ” | ” | ” |
| 13.06.2021 | ” | ” | ” | ” | ” | ” | ” | ” | ” |
| 20.06.2021 | ” | ” | ” | ” | ” | ” | ” | ” | ” |
| 27.06.2021 | ” | ” | ” | ” | ” | ” | ” | ” | ” |
| 04.07.2021 | ” | ” | ” | ” | ” | ” | ” | ” | ” |
| 11.07.2021 | ” | ” | ” | ” | ” | ” | ” | ” | ” |
| 18.07.2021 | ” | ” | ” | ” | ” | ” | ” | ” | ” |
| 25.07.2021 | ” | ” | ” | ” | ” | ” | ” | ” | ” |
| 01.08.2021 | ” | ” | ” | ” | ” | ” | ” | ” | ” |
| 08.08.2021 | ” | ” | ” | ” | ” | ” | ” | ” | ” |

Signature of the Coordinator

Signature of the Principal with stamp

4. ACADEMIC COUNSELLORS' PARTICULARS – SEMESTER MODE

Programme wise: SEM – I, II, III, IV, V, VI
(Use separate sheet for each programme for each semester)

ACADEMIC / CALENDAR - 20

Name of the Learner Support Centre (LSC) :

Code of the Learner Support Centre (LSC) :

Name of the Programme with Code No. :

| Sl. No. | Name of the Academic Counsellor | Title of the paper - Teaching | Qualifications | Experience | Permanent/Temporary | Mobile Number | e-mail Id | Full Signature |
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Signature of the Coordinator

Signature of the Principal with stamp

5. ACADEMIC COUNSELLORS' ATTENDANCE PARTICULARS – SEMESTER MODE

**Programme wise: SEM – I, II, III, IV, V, VI
(Use separate sheet for each programme for each semester)**

ACADEMIC / CALENDAR - 20
(Xerox copy of the Attendance Register)

Name of the Learner Support Centre (LSC) :

Code of the Learner Support Centre (LSC) :

Name of the Programme with Code No. :

| S. No. | Name of the Academic Counsellor | Date | Date | Date | Date | Date | Date | Date | Add columns as per no. of classes conducted |
|--------|---------------------------------|------|------|------|------|------|------|------|---|
| | | Sign | Sign | Sign | Sign | Sign | Sign | Sign | |
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Signature of the Coordinator

Signature of the Principal with stamp

6. PROGRAMME WISE STUDENTS' ATTENDANCE PARTICULARS

**Programme wise: SEM – I, II, III, IV, V, VI
(Use separate sheet for each programme for each semester)**

ACADEMIC / CALENDAR - 20
(Xerox copy of the Attendance Register)

Name of the Learner Support Centre (LSC) :

Code of the Learner Support Centre (LSC) :

Name of the Programme with Code No.:

| S. No. | Enrolment Number | Name of the student | Mobile No. | Date | Date | Date | Date | Date | Date | Add columns as per no. of classes conducted | Full signature of the student |
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